ATLANTA • 2019

67th Conference on Mass Spectrometry and Allied Topics
June 2 - 6, 2019 • Atlanta, Georgia

Short Courses June 1 and 2

CORPORATE MEMBER PROSPECTUS 2019
WELCOME TO ATLANTA

The 67th ASMS Conference will be June 2 - 6, 2019 in Atlanta, GA at the Georgia World Congress Center. The participation of the ASMS Corporate Members is an integral part of the conference. We welcome support from past Corporate Members as well as the involvement of new members for one of the most dynamic scientific conferences in the world. We expect an attendance of 6,500 scientists and 3,000 presentations as talks and posters. The poster-exhibit hall will feature over 750 different posters each day and 180 exhibit booths, providing a broad array of science and technology.

SCIENTIFIC PROGRAM. The program will begin with tutorial lectures at 5:00 pm on Sunday, June 2, followed by the opening session and plenary lecture. The Grand Opening and Welcome Reception will be 7:45 – 9:00 pm in the poster-exhibit hall following the plenary lecture. Monday through Thursday will be full program days of concurrent oral sessions, poster sessions, and workshops – all conducted in the Georgia World Congress Center.

POSTER-EXHIBIT HALL. The poster-exhibit hall is a primary hub for conference activities featuring the technical posters as well as exhibit booths, corporate posters, informatics hub, and concessions/lunch cafe. The Sunday opening reception and coffee breaks are also here. Technical poster sessions are 10:30 am - 2:30 pm Monday - Thursday. Poster pick-me-up snacks will be served each day at 1:30 pm to coincide with the promotional gift giveaway hour of 1:30 - 2:30 pm Monday - Thursday. The newly established gift giveaway hour is designed to incentivize attendees to stay in the hall for the last hour of the poster sessions.

CLOSING EVENT. The conference will conclude with a closing event at the Georgia Aquarium. Conveniently located less than a mile from the convention center, we anticipate a larger than usual turnout for this year’s event. All attendees and exhibitors are encouraged to attend. Tickets are required and may be purchased with online conference registration.

NEW AND CONTINUING IMPORTANT ITEMS FOR 2019

NEW! Promotional gifts may be given to attendees 1:30 - 2:30 pm Monday - Thursday during the last hour of the poster session. See ‘Corporate Member Policies’ section for details.

Hospitality Suite Guidelines
See ‘Corporate Member Policies’ section for details.

Try-a-Suite for 2019 with 50% Discount
See ‘About Hospitality Suites’ section for details.

Floor Plans for Booths and Suites
Look for these online in the Exhibitor Toolkit.

Publisher Tabletop Guideline Update
See ‘Corporate Member Policies’ section for details.
CONFERENCE SPONSORSHIPS. Corporate members are invited to sponsor various aspects and activities of the conference. All sponsors will be prominently recognized.

CORPORATE MEMBER BENEFITS. Payment of annual Corporate Member dues ($650) entitles a company to participate in the ASMS Annual Conference and other ASMS-sponsored meetings. Annual conference participation may include the following:

- Exhibit Booth, Corporate Poster, Breakfast Room or Publisher’s Library Tabletop in the Georgia World Congress Center
- Hospitality Suite at the Omni Atlanta at CNN Center

Corporate Members are listed on the ASMS website year-round and they receive free job postings in the ASMS online Career Center.

We hope your company will join us at the 67th ASMS Conference. Please contact Miquela at (505) 989-4517 or miquela@asms.org with questions regarding this prospectus or your company’s involvement. We look forward to seeing you in Atlanta!

Miquela Sena
ASMS Corporate Member Activities
EXHIBITOR OPPORTUNITIES

$650 – 2019 ASMS Corporate Membership (required)
The corporate membership permits a company to be commercially active at the conference by ordering and staffing an exhibit booth or Publisher’s Library tabletop, displaying a poster in the Corporate Poster area, or hosting a hospitality suite. Corporate member companies will receive free job postings on the ASMS Career Center for 2019. IMPORTANT: The corporate membership does not include any individual memberships or individual membership benefits such as journal subscription or reduced conference registration fees.

$200 – Corporate Poster, limit one poster per company
Poster boards for corporate members will be located in the Corporate Poster area of the poster-exhibit hall. An official ASMS conference registration is required for admittance to the hall. No conference registration is included with a poster space. The posters are intended to be commercial; however, no books, gifts, journals or hardware, including laptop computers, may be displayed at posters. One 8 ft x 4 ft poster board will be provided with a table for literature. There will be no electrical power. Please see enclosed Policies for poster session times as well as set-up and tear down times.

$2,350 – Exhibit Booth, limit one booth per company
Exhibit booths will be located in the same hall with the technical posters. An official ASMS conference registration is required for admittance to the hall. One conference registration and two exhibits-only passes are included with an exhibit booth. There is a limit of one booth per company including wholly-owned subsidiaries and divisions of a common parent. Booths will be 10 ft (wide) x 10 ft (deep) with 4 ft high side and 8 ft high back draping. Carpeting, furnishings and electrical service are not included. Computers and data systems may be operating. Other products and hardware may be displayed, but may not be operational. Please see the Policies for poster-exhibit hall set up, tear-down and opening times.

Booth space is reserved as paid orders are received. ASMS will make every effort to accommodate preferences and requests, but cannot guarantee location.

$500 – Tabletop in the Publisher’s Library
Tabletops will be located near conference registration. Tabletops are restricted to publishers. One 6-ft table and 2 chairs will be provided for each tabletop. Publishers may not order any additional furnishings for the library. Books and journals may be displayed and sold. Laptops are permitted. Please note: No items may be placed on the floor around your table, including banner stands. Electrical and internet service is not included. No conference registrations are included with tabletops. A representative from the publisher must be on-site to coordinate the table display. Please see the Policies for set-up and tear-down times. This area is public and no security is provided.
The sponsorship packages include impressive digital advertising opportunities unique to Atlanta. If you would like to explore a customized sponsorship for your company, please contact Miquela at miquela@asms.org.

$25,000 – Mobile App & Internet Station Sponsor (limit of one sponsor)
Your company receives:

- One 10-second spot on 3 exterior billboards
- Two 10-second spots on 5 interior LED walls (11.5’ x 6.5’) and 36 interior monitors.
- Recognition on large and prominent video wall at the Georgia Aquarium Closing Event.
- Full screen advertisement on conference mobile app which displays each time mobile app is opened.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Splash page for all Internet Station computers to be your company’s homepage or page specified by you. At least three internet stations are planned.
- Recognition on signage at each internet station unit.
- Recognition of your company’s support on poster-exhibit hall entrance unit, in the program books and in the program-at-a-glance.

$18,000 – Webcasting Sponsor (limit of two sponsors)
Your company receives:

- One 10-second spot on 3 exterior billboards
- One 10-second spots on 5 interior LED walls and 36 interior monitors.
- Recognition on large and prominent video wall at the Georgia Aquarium Closing Event.
- Your company logo featured on the webcasting site header. The webcasting site remains live through September 30 for post-conference use by registered attendees.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on the poster-exhibit hall entrance unit, in the program books and in the program-at-a-glance.

$15,000 – Opening Reception (limit of two sponsors)
Your company receives:

- One 10-second spot on 5 interior LED walls and 36 interior monitors.
- Recognition on large and prominent video wall at the Georgia Aquarium Closing Event.
- Custom napkins with your company logo at all food stations and bars.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on the poster-exhibit hall entrance unit, in the program books and in the program-at-a-glance.

See next page for more sponsorship opportunities.
MORE ENHANCED SPONSORSHIP OPPORTUNITIES

$7,000 – Conference Sponsor (limit of four sponsors)
Your company receives:

- One 10-second spot on 36 interior monitors.
- Recognition on large and prominent video wall at the Georgia Aquarium Closing Event.
- Featured Exhibitor listing on the conference mobile app. Featured exhibitors appear at the top of the list ahead of the full exhibitor list.
- Recognition of your company’s support on the poster-exhibit hall entrance unit, in the program books and in the program-at-a-glance.

$1,000 – Contributors
Your company receives:

- Recognition of your company’s support on the poster-exhibit hall entrance unit, in the program books and in the program-at-a-glance.

Hotel Keycard Sponsorships
Hotels in the ASMS room block are available for key card sponsorship. These sponsorships will be assigned on a first-come, first-served basis. Limit of one sponsorship per hotel. Company will be responsible for all charges for printing and distribution of key cards. The following hotels are available for key card sponsorship: Omni Atlanta at CNN Center, $10,000 (1,000 rooms); Westin Peachtree $8,000 (800 rooms); Atlanta Marriott Marquis, $7,500 (750 rooms).
ABOUT HOSPITALITY SUITES

Have you thought about reserving a Hospitality Suite but did not know if it would be a good fit for your company?

If you missed out last year, this is your chance to request your Hospitality Suite now!

TRY-A-SUITE THIS YEAR WITH A 50% DISCOUNT
Companies who have never hosted a suite or have not hosted a suite in more than 5 years are eligible for a one-time discount of 50% on any 3-night suite rental.

ONE-NIGHT OR TWO-NIGHT SUITE RENTAL
One- and two-night suite rental is available with the following pricing and schedule for move in/move out. Monday night rentals are available for $2 per square foot. Tuesday and Wednesday night rentals will be available for $1 per square foot per night. Move in for these suites will begin at 12:00 noon on the first day of the rental and the suite must be vacated by 10:00 am on the day of move out.

HOSPITALITY SUITES MYTH VS. REALITY
Suites are required to be open to all attendees for at least three hours in the evening (from 8:00 pm), but it is NOT required to have food & drink on offer. You simply need to be in your suite space and “open”. It can be intimidating to think about hosting a bar or providing food for a lot of people. If your company decides to offer some catering you can think outside the box…

Why not offer ice cream bars or a make-your-own ice cream sundae? Or consider offering Coffee & Cookies or Cordials? You can come up with a theme that is easy on your budget, but still unique.

ACTIVITIES TO DRIVE FOOT TRAFFIC TO YOUR SUITE
It is permissible to give away swag in your suite. You could offer a company-branded t-shirt to attendees that complete a questionnaire or quiz. You could hire a cartoonist to draw pictures of attendees using your equipment or solving a problem that incorporates your technology. How about asking attendees to make their own art—a display wall could feature their creations. How about a group photo booth that features a green screen with your company logo and some fun Atlanta imagery? The photos could be displayed on a large monitor and shared by attendees and your staff using social media. What about a game of mini-golf or slot cars? The options are limited to your imagination. We encourage you to link any activity or game to your company specifics so that attendees are engaged in a way that promotes your brand and mass spectrometry-related offerings.
COMPANY NAME: ____________________________

☐ Yes, reserve a Hospitality Suite for my company as indicated below.

☐ Yes, we want to Try-a-Suite with 50% discount. My company has never hosted a suite or we have not hosted one for five years.

☐ Yes, we would like a suite for one or two days only. Please write-in your date preferences along with your preferred locations below.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Suite</th>
<th>Sq. Feet</th>
<th>Ceiling Height</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agilent</td>
<td>Grand Ballroom E</td>
<td>7,490</td>
<td>21’</td>
<td>$22,470</td>
</tr>
<tr>
<td>Thermo Fisher Scientific</td>
<td>International Ballroom ABCD</td>
<td>6,914</td>
<td>18’</td>
<td>$20,742</td>
</tr>
<tr>
<td>SCIEX</td>
<td>Grand Ballroom ABC</td>
<td>6,411</td>
<td>21’</td>
<td>$19,233</td>
</tr>
<tr>
<td>Bruker Daltonics</td>
<td>Grand Ballroom D</td>
<td>5,963</td>
<td>21’</td>
<td>$17,889</td>
</tr>
<tr>
<td>Waters Corporation</td>
<td>International Ballroom F</td>
<td>3,962</td>
<td>18’</td>
<td>$11,886</td>
</tr>
<tr>
<td>Shimadzu</td>
<td>International Ballroom E</td>
<td>3,320</td>
<td>18’</td>
<td>$9,960</td>
</tr>
<tr>
<td>Dogwood</td>
<td></td>
<td>3,547</td>
<td>11.5’</td>
<td>$10,641</td>
</tr>
<tr>
<td>Cottonwood AB</td>
<td></td>
<td>1,243</td>
<td>11’</td>
<td>$3,729</td>
</tr>
<tr>
<td>Redwood</td>
<td></td>
<td>997</td>
<td>11’</td>
<td>$2,991</td>
</tr>
<tr>
<td>Magnolia</td>
<td></td>
<td>814</td>
<td>10.5’</td>
<td>$2,442</td>
</tr>
<tr>
<td>Juniper</td>
<td></td>
<td>774</td>
<td>10.5’</td>
<td>$2,322</td>
</tr>
<tr>
<td>Walnut</td>
<td></td>
<td>737</td>
<td>10.5’</td>
<td>$2,211</td>
</tr>
<tr>
<td>Hickory</td>
<td></td>
<td>734</td>
<td>10.5’</td>
<td>$2,202</td>
</tr>
<tr>
<td>Chestnut</td>
<td></td>
<td>624</td>
<td>10.5’</td>
<td>$1,872</td>
</tr>
<tr>
<td>Hazelnut</td>
<td></td>
<td>624</td>
<td>10.5’</td>
<td>$1,872</td>
</tr>
<tr>
<td>Cypress</td>
<td></td>
<td>623</td>
<td>10.5’</td>
<td>$1,869</td>
</tr>
<tr>
<td>Sycamore</td>
<td></td>
<td>623</td>
<td>10.5’</td>
<td>$1,869</td>
</tr>
<tr>
<td>Beechnut</td>
<td></td>
<td>512</td>
<td>10.5’</td>
<td>$1,536</td>
</tr>
<tr>
<td>Pecan</td>
<td></td>
<td>472</td>
<td>10.5’</td>
<td>$1,416</td>
</tr>
</tbody>
</table>

*Cost listed is based on 3-night rental. Monday night rentals will be available for $2 per square foot. Tuesday and Wednesday night rentals will be available for $1 per square foot per night.

Space will be assigned to assure the best interests of the conference and good traffic flow. Please do NOT include payment for hospitality space. You will be invoiced for the space assigned to you.

Send To: ASMS Corporate Memberships
Email: miquela@asms.org or Fax: 505-989-1073
BREAKFAST ROOMS. A limited number of Breakfast Rooms are available in the convention center for companies wishing to host breakfast programs. Companies with hospitality suites may hold their breakfast programs (if desired) in their suites. Only companies with an exhibit booth are eligible to request a Breakfast Room. Breakfast programs must conclude by 8:15 am. Breakfast programs in the convention center will be advertised in the conference program unless otherwise requested.

Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. A standard AV package will be set in each room and is included in the fees below (includes screen, LCD projector, and one wireless lavaliere microphone.) Companies will be responsible for order and payment of any additional AV equipment as well as any desired catering.

☐ Yes, reserve a Breakfast Room at the convention center for my company. My date selection(s) and room sizes are indicated below.

Monday, June 3, program to conclude by 8:15 am. Select room size below.
☐ $2,500 - Monday Small room for 40-50 pp set classroom-style (tables & chairs)
☐ $3,500 - Monday Large room for 100 pp set classroom-style (tables & chairs)

Tuesday, June 4, program to conclude by 8:15 am. Select room size below.
☐ $2,500 - Tuesday Small room for 40-50 pp set classroom-style (tables & chairs)
☐ $3,500 - Tuesday Large room for 100 pp set classroom-style (tables & chairs)

Wednesday, June 5, program to conclude by 8:15 am. Select room size below.
☐ $2,500 - Wednesday Small room for 40-50 pp set classroom-style (tables & chairs)
☐ $3,500 - Wednesday Large room for 100 pp set classroom-style (tables & chairs)

Thursday, June 6, program to conclude by 8:15 am. Select room size below.
☐ $2,500 - Thursday Small room for 40-50 pp set classroom-style (tables & chairs)
☐ $3,500 - Thursday Large room for 100 pp set classroom-style (tables & chairs)

STAFF ROOMS. A limited number of rooms may be available at the Omni Atlanta at CNN Center (beginning at 9:00 am Sunday, June 2). Staff Rooms are available to companies ordering a hospitality suite. These rooms may only be used by company employees. It is prohibited to invite customers into staff rooms. These rooms are NOT intended as additional exhibit space. Exhibit display material is prohibited in these rooms (including instrumentation, pop-up displays, etc.). The cost for staff rooms will be calculated at $1 per square foot.

☐ Yes, please reserve a Staff Room for my company at the Omni Atlanta at CNN Center

Please do NOT include payment for Breakfast or Staff Rooms. You will be invoiced for space assigned to your company by January 20.

Send To: ASMS Corporate Memberships
Email: miquela@asms.org or Fax: 505-989-1073
Hotel Room Block Request Form

Exhibiting companies are required to book rooms within the ASMS hotel blocks. Companies requiring **LESS than 20 rooms per night** should book their guest rooms individually online through the ASMS website beginning January 2, 2019 when the online housing bureau opens.

**Room Blocks of 20 or more rooms per night.** Companies wishing to block 20 rooms or more per night, please complete the form below and submit to ASMS with Corporate Member Order Form and signed Corporate Member Policies. After room block assignments are made you will receive notification from ASMS and then you will be contacted by the housing bureau to arrange for deposit payment, to adjust your block, and to submit rooming lists. Room blocks in a single hotel are limited to 50 rooms.

**Room Block Cancellations.** The number of rooms and date pattern of Corporate Room Blocks must be confirmed by April 1 to the housing bureau. A **$200 per room** cancellation fee will be assessed for each room cancelled after April 1.

Please complete the form below ONLY if you require 20 rooms or more per night.

COMPANY NAME: ____________________________________________

**Indicate number of rooms needed each night**-if you need less than 20 rooms per night, please book through the ASMS website:

<table>
<thead>
<tr>
<th>Fri, May 31*</th>
<th>Sat, June 1</th>
<th>Sun, June 2</th>
<th>Mon, June 3</th>
<th>Tues, June 4</th>
<th>Wed, June 5</th>
<th>Thurs, June 6</th>
</tr>
</thead>
</table>

*Most companies do NOT require rooms on Friday unless conducting a user's meeting on Saturday.

**Preferred hotel(s)**, please indicate preferences below.

<table>
<thead>
<tr>
<th>Preference Order</th>
<th>Hotel</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Omni Atlanta at CNN Center</td>
<td>$195</td>
</tr>
<tr>
<td></td>
<td>Westin Peachtree</td>
<td>$185</td>
</tr>
<tr>
<td></td>
<td>Atlanta Marriott Marquis</td>
<td>$178</td>
</tr>
</tbody>
</table>

Send To: ASMS Corporate Memberships
Email: [miquela@asms.org](mailto:miquela@asms.org) or Fax: 505-989-1073
**CORPORATE MEMBER ORDER FORM**

**Deadline:** December 9, 2018

*Please provide complete information. Company name and website URL will be used on asms.org for Corporate Member listing.*

<table>
<thead>
<tr>
<th>Company Name: (as it will appear in all conference materials)</th>
<th>Contact Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company Mailing Address:</th>
<th>Contact Telephone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company Website:</th>
</tr>
</thead>
</table>

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**Corporate Poster - $200.**

- □ Corporate Poster, $200

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**Exhibit Booth - $2,350, 10 ft wide X 10 ft deep.**

- □ Exhibit Booth, $2,350

Each booth includes one complimentary full conference registration and two exhibits-only registrations.

Find the latest exhibit booth floor plan online in the Exhibitor Toolkit.

**Booth Number Preferences:** 1st _______ 2nd _______ 3rd _______

Please indicate competitor(s) that you wish not to be adjacent to:

__________________________________________________________

Corner booth location preferred even if it is distant from my booth preferences?

- □ Yes
- □ No
- □ Not Important

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**Tabletop in Publisher’s Library - $500.**

- □ Publisher’s Tabletop, $500

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**Hotel Keycard Sponsorships**

- □ Hotel Key Cards (circle or highlight choices below)
  - Omni Atlanta at CNN Center, $10,000
  - Westin Peachtree, $8,000
  - Atlanta Marriott Marquis, $7,500

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**Enhanced Conference Sponsorships**

- □ Mobile App & Internet Stations, $25,000
- □ Webcasting, $18,000
- □ Opening Reception, $15,000
- □ Conference Sponsor, $7,000
- □ Contributor, $1,000

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*Please continue to next page to include Corporate Member Dues and indicate payment method and details.*
CORPORATE MEMBER ORDER FORM

COMPANY NAME: ________________________________

Amount due for item(s) selected on previous page: $ _____________

REQUIRED Corporate Membership amount: + $650.00

TOTAL AMOUNT ENCLOSED: $ _____________

SELECT PAYMENT METHOD FOR THE TOTAL AMOUNT

☐ Check is enclosed for total amount. Checks must be payable through a U.S. bank and payable to ASMS.

☐ Charge total amount to credit card (Visa, Mastercard, or American Express).

Credit Card Number: __________________________

Expiration Date (MM/YYYY): ______ Security Code (3-4 digits): ______

Cardholder Name (as appears on card): __________________________

Billing Address: __________________________

Billing City, State / Region: __________________________

Billing Zip/Postal Code: __________________________

Billing Country (if outside of U.S.): __________________________

This Order Form and full payment should be completed and accompanied by:
1. Signed copy of ASMS Corporate Member Policies
2. Any applicable request forms

Send To:
ASMS Corporate Memberships
2019 Galisteo Street, Bldg. i-1
Santa Fe, NM 87505 (USA)
miquela@asms.org - Fax: 505-989-1073
Faxed or emailed forms must include credit card payment

Deadline: December 9, 2018

A confirmation will be sent to your company’s contact email address within 3 business days. If you do not receive a confirmation, please call the ASMS office.
CORPORATE MEMBER POLICIES

1. Corporate hospitality suites and events during the conference week (defined as 5:00 pm, Sunday, June 2 through 9:00 pm, Thursday, June 6) may be held only at the Georgia World Congress Center and Omni Atlanta at CNN Center and must be reserved through the ASMS office. Off-site events separate from these activities are not permitted.

2. COMPANY AND USER MEETINGS. No scheduled activities may be conducted either in the convention center or off-site hotels during the conference week (defined as 5:00 pm, Sunday, June 2 through 9:00 pm, Thursday, June 6). All corporate user meetings and scheduled activities or events, including off-site events, must take place prior to the official start of the conference, Sunday, June 2, 5:00 pm. For information on planning a users meeting prior to the ASMS conference, please look in the Exhibitor Toolkit area of the ASMS website.

3. HOSPITALITY SUITES.
   OPENING TIMES AND USE. Hospitality suite openings for programs, refreshments, and entertainment are limited to the days and hours prescribed by ASMS in the table below. Please note that suites are required to be open in the evenings.

<table>
<thead>
<tr>
<th>Omni Atlanta at CNN Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday and Wednesday</td>
</tr>
<tr>
<td>*Hospitality suites must be open to all ASMS attendees a minimum of three (3) hours starting at 8:00 pm each evening (Mon, Tues, and Wed). Suites may remain open longer than three hours at the discretion of the host corporate member company.</td>
</tr>
</tbody>
</table>

DAYTIME USE. Suites may be used during the daytime hours of 8:00 am – 8:00 pm for one-on-one and small group meetings (no more than 25 persons per organization) by appointment, no walk-ins. Daytime one-on-one or small group meetings are intended to be business activities and private meetings with clients or staff with no music, programs, seminars, or refreshments. One door to each suite may remain open during the day, if desired. Suites with multiple entrances/doors may have only one door at a single entrance open. Please note that lunch programs are not permitted. Breakfast programs may be held in hospitality suites as long as they conclude by 8:15 am. There is no limit to the number of guests for breakfast programs in hospitality suites as long as the room capacity is not exceeded.

MOVE-IN AND TEAR-DOWN. Move-in begins 8:00 am, Sunday, June 2. Move-out must be complete by 12:00 pm, Thursday, June 6.

ACTIVITIES AND ATMOSPHERE. The materials within a hospitality suite must be consistent with the hotel policy. Computers and data systems may be operating in suites. Other equipment may be displayed but may NOT be operational. The only items that may be displayed in suites are those that are sold by a corporate member, NOT by non-member partners of the corporate member. The only item that may be set outside your suite is one sign (standard-sized banner stand or easel sign) – absolutely no registration tables, entrance units, music, or greeters may be outside the room.

Suites may not create a nightclub or party type atmosphere. Loud music and/or live bands or DJs will not be permitted. Soft background music is permissible and adequate lighting must be provided. Suites with very low lighting will be asked to add more light to the room. The following and other similar items will also be prohibited: loud or disruptive games and contests, projection of sporting events in any form, and live actors. Themed suites are permissible in décor only. Any noise generated in a room must not be audible in adjacent suites. Noise violations may result in loss of priority during the suite selection process.
CORPORATE MEMBER POLICIES (continued)

4. EXHIBIT BOOTHS. The tone of activities in exhibit booths is to be consistent with a scientific session. No music or other noise may be generated, and no contests (including raffles and treasure hunts) may be conducted. No food or beverages may be served. NEW! From 1:30 - 2:30 pm Monday - Thursday promotional gifts such as product samples, mugs, pens, candy, etc. may be given to attendees. Promotional gifts may NOT be distributed at any other time. Product literature may be distributed at any time on paper, CD/DVD, or on memory sticks. Computers and data systems may be operating in exhibit booths. Other equipment may be displayed but may NOT be operational. Exhibit booth displays and furnishings may not exceed the designated space (10 ft wide by 10 ft deep). The only items that may be displayed in an exhibit booth are those sold by a corporate member, not by non-member partners of the corporate member. There is a limit of one booth per company including wholly-owned subsidiaries and divisions of a common parent.

PROFESSIONAL COURTESY DURING SET UP: The exhibit rules state that you are not to have any components of your booth taller than 4’ in the front half of your exhibit booth space. This includes but is not limited to instruments, banners, monitors, and literature racks. Please extend a professional courtesy to your neighboring exhibitors by abiding by this rule.

BOOTH SET-UP is 1:00 - 4:30 pm on Saturday, June 1 and 8:00 am - 3:00 pm on Sunday, June 2. Tear-down is 2:30 - 10:00 pm on Thursday, June 6. No early teardown is permitted. This rule will be strictly enforced. Any company violating this rule will lose priority for booth selection for 2020 (booth selection will be accommodated last instead of in order received). Note that Freeman delivery of empties (skids, crates, etc) will not begin until 3:00 pm.

The poster-exhibit hall will be unlocked and open to attendees during the following hours: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 7:30 am - 8:00 pm; and Thursday, 7:30 am - 2:30 pm.

Exhibit Booth Hours will be listed in the Program as follows: Sunday, 7:45 - 9:00 pm (Grand Opening and Welcome Reception); Monday, Tuesday, Wednesday, 9:00 am - 5:00 pm; Thursday, 9:00 am - 2:30 pm.

5. CORPORATE POSTERS. Corporate Posters are 8’x4’ and displayed in alphabetical order by company in the designated area of the poster-exhibit hall. No hardware, books, journals, accessories, gifts, computers, etc. may be displayed. An official ASMS conference registration is required for admittance to the poster hall. Posters may be changed throughout the week, if desired.

- Set-up for Posters is 1:00 - 4:30 pm on Saturday, June 1 and 8:00 am - 3:00 pm on Sunday, June 2 (during exhibit booth move-in).
- Tear-down is 2:30 - 10:00 pm on Thursday, June 6.
CORPORATE MEMBER POLICIES (continued)

6. PUBLISHER’S LIBRARY TABLETOPS. Tabletops will be located near conference registration. Tabletops are restricted to publishers. One 6-ft table and 2 chairs will be provided for each tabletop. Publishers may not order any additional furnishings for the library. Books and journals may be displayed and sold. Laptops are permitted. Please note: No items may be placed on the floor around your table, including banner stands. Electrical and internet service is not included. No conference registrations are included with tabletops. A representative from the publisher must be on-site to coordinate the table display. This area is public and no security is provided.

Set-up for Tabletops is 10:00 am - 3:00 pm on Sunday, June 2. Tear-down is 3:30 - 10:00 pm on Thursday, June 6.

7. HOTEL GUEST ROOMS & ROOM BLOCKS. Exhibiting Corporate Member companies are required to book hotel rooms within the ASMS block. Companies requiring LESS than 20 rooms per night should book the rooms individually online at the ASMS website after January 2, 2019.

- Room Blocks of 20 or more rooms per night. Companies wishing to block 20 rooms or more per night should complete the enclosed request form. Maximum block size at a single hotel will be 50 rooms.
- Room Block Cancellations. The number of rooms and date pattern of Corporate Room Blocks must be confirmed by April 1 to the Housing Bureau. A $200 per room cancellation fee will be assessed for each room cancelled after April 1.

The Hotel Room Block policies set forth by ASMS assist in ensuring that all conferees have access to ASMS designated conference hotels.

8. BREAKFAST ROOMS. A limited number of Breakfast Rooms are available in the convention center for companies wishing to host breakfast programs. Companies with hospitality suites may hold breakfast meetings in their suites, if desired. Companies with an exhibit booth are eligible to request a Breakfast Room and there is a limit of one room per day per company (unless unsold rooms remain available after February 1). Breakfast programs must conclude by 8:15 am. Companies assigned a Breakfast Room will have access for set-up one hour before and tear-down one hour following their program. Rooms are set for either 50 or 100 guests.
9. **STAFF ROOMS.** A very limited number of Staff Rooms may be available to companies ordering a hospitality suite. Staff Rooms will be available after 9:00 am Sunday, June 2. Staff Rooms may be used by company employees only. It is prohibited to invite customers into staff rooms. These rooms are NOT intended as additional exhibit space; therefore, exhibit display material is prohibited in these rooms (including instrumentation, pop-up displays, etc.).

10. **INDIVIDUAL MEMBERSHIPS AND CONFERENCE REGISTRATIONS.** A corporate membership does NOT include any individual memberships or benefits of individual membership. Each exhibit booth comes with one complimentary full conference registration and two exhibits-only passes. Because a major part of the scientific program in the form of posters is located in the poster/exhibit hall, NO exhibits-only passes are available for purchase. If your company has an exhibit booth and requires more registrations, you will be directed to have the additional individuals register on-line via www.asms.org.

11. **CANCELLATION POLICY.** Cancellation of exhibit booth, hospitality suite, publisher’s library tabletop, sponsorships or corporate poster on or before April 1, 2019: Company will be subject to a fee equal to 50% of cost of booth, suite, tabletop, sponsorship or poster. Corporate Member dues are non-refundable. Cancellations after April 1, 2019: No refunds.

12. These policies have been designed in the best interests of corporate members and conference attendees. Violation of these policies may result in immediate revocation of corporate member privileges and/or corporate membership.

Please sign and date below to acknowledge your understanding and agreement to abide by these twelve policies.

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<th>Company Name:</th>
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A signed copy of these Corporate Member Policies must accompany your Order Form.